Chapter 3—The Proposal and its Submittal

What is in this chapter?

In this chapter you will find information to help you determine your eligibility to submit a proposal, to consider if you want to apply for an ERP grant, what your proposal needs to contain, how to submit your proposal using the PSP website, and the deadline for submission.

Who may apply?

Any public agency or a nonprofit organization as defined in Water Code Section 79505(g) and capable of entering into a grant agreement with the State or Federal government may apply. This includes, but is not limited to: (1) local agencies; (2) private nonprofit organizations, as statutorily defined; (3) tribes; (4) universities; (5) State agencies; and (6) Federal agencies. Water Code Section 79505(g) defines a nonprofit organization as a nonprofit corporation formed pursuant to the Nonprofit Public Benefit Corporation Law (Division 2 (commencing with Section 5000) of Title 1 of the Corporations Code) and qualified under Section 501(c)(3) of the United States Internal Revenue Code. Individual farmers, private for-profit entities, and nonprofits formed pursuant to other statues or qualified under other tax code provisions, are not eligible to receive funds from Proposition 50, the primary fund source for this PSP, and should not apply.

Some Legal Considerations

Conflicts of Interest. All applicants and reviewers are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the proposal being rejected and/or any subsequent grant agreement being declared void. Other legal action may also be taken. Accordingly, before submitting a proposal, applicants are urged to seek legal counsel regarding potential conflict of interest concerns that they may have and requirements for disclosure. Applicable California statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

State and Federal Agencies. Applicants should also be aware that certain State and Federal agencies may submit proposals that will compete for funding. Employees of State and Federal agencies may participate in the review process as reviewers or panelists. All individuals who participate in the review process, however, are subject to conflict of interest laws and rules as set forth in Attachment 1.

Public Information. All proposals will become public information once the solicitation has closed and CALFED Bay-Delta Program staff has determined that they have abided by the mandatory submittal requirements. After the proposal due date has passed, all complete applications will be available for viewing on the CALFED Bay-Delta Program ERP web site. By submitting a proposal, the applicant agrees to waive any right to confidentiality of the proposal. After the Selection Panel's initial recommendation is made public, reviews from all levels of the review process will be available to the public. Proposals may be reviewed and discussed by members of the public.

Grant Agreements. California's law governs grant agreements entered into upon award of project funds. The venue for settling any disputes that may arise as a result of these grant agreements entered will be in Sacramento County, California. Applicants seeking to utilize matching funds from other State or Federal programs will be responsible for ensuring that other statutory requirements or prohibitions are addressed.

Can you meet these requirements?

ERP grants may not be well suited to every applicant seeking to integrate agricultural activities with ecosystem restoration. The grant proposal and review process is rigorous and time consuming. Those awarded grants must meet statutory grant agreement requirements, carefully manage funds and subcontracts, and report regularly and accurately on their progress. The first thing you need to ask yourself is, can I meet these requirements?

Answering yes to this question means you are willing to complete a detailed proposal (including forms, descriptive text, and a one to three year budget in addition to other items). The ERP proposal process is a scientific approach that includes monitoring and adaptive management (see Chapter 2); proposals must also keep Program objectives in mind. Your proposal will undergo a rigorous review; and you should be prepared to consider amending your project as indicated in the reviews and comply with all California laws, especially grant agreement conditions and environmental regulations. Also, you may need an interim source of funds to maintain cash flow since California typically reimburses funds only in response to invoices for work already completed. The willingness and ability to comply with California law is essential, even for proposals that also will be using Federal funding sources. These requirements are spelled out in this chapter, and are further detailed in Attachments 2 and 3 and in the on-line forms that all applicants must complete.

What does your proposal need to contain?

Your proposal needs to contain completed project application forms, the proposal text, and any attachments. Successful proposals are those whose proponents thoroughly and accurately complete the application forms and follow the prescribed format for the proposal text.

Proposal Forms. The forms are available online at https://solicitation.calwater.ca.gov. All forms must be completed for your proposal to be considered for funding. The forms are listed below, followed by a brief description of the information necessary to complete them.

Quick Checklist of Forms

- Project Information and Executive Summary
- Environmental Compliance Checklist
- Land Use Checklist
- Personnel
- Conflict of Interest
- Tasks and Deliverables
- Budget
- Proposal Text Form
- Signature Page

*Project Information and Executive Summary***.** This form gathers basic information about the applicant, the project, and its location, and requires you to insert an Executive Summary for your project. The Executive Summary needs to be a concise and informative stand-alone description of your proposed project, about one page. It must include a brief description of your proposed project, including location; objective; the project type (targeted research, pilot/demonstration, full-scale implementation, acquisition); objective; the approach to implement the objective; expected outcomes; and the relationship to the goals of the ERP.

Environmental Compliance Checklist. This checklist describes your environmental compliance needs. These may include permits required to undertake restoration activities, handle wild plants or animals, or use public lands or waters. Environmental compliance is your responsibility, so determining your needs will help you budget and plan for any permits, assessments, or reports that may be necessary to complete your project successfully. In many cases environmental compliance costs can be included as part of your project proposal (one of the solicitation's priorities is funding environmental permit coordination that directly leads to ecosystem restoration on agricultural lands).

All projects must comply with the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Because funding for your project could come from either State or Federal sources, you should determine the environmental compliance obligations under both NEPA and CEQA. Many projects may not require any documentation; others may need to complete project specific environmental assessment/initial study or environmental impact statement/report. Projects funded through this PSP that tier off the CALFED Programmatic EIS/EIR must incorporate applicable mitigation strategies described in the ROD to avoid or minimize the project's adverse environmental impacts and appropriate conservation measures to avoid impacts to at-risk species, as identified in the MSCS. Other environmental regulations, such as Federal and State endangered species laws, must be complied with fully.

Further guidance is available in *The Guide to Regulatory Compliance for Implementing CALFED Activities*, available at http://calwater.ca.gov/CALFEDDocuments/GuideToRegulatoryCompliance.shtml

Land Use Checklist. This checklist provides CALFED Bay-Delta Program agencies accurate land use information. The information is used to determine if a project will change land use and whether it conforms to local land use plans and ordinances, and other items. Most projects that integrate agricultural activities with ecosystem restoration are not anticipated to change land uses.

Personnel. The personnel form provides information on the principal and supporting project participants, including consultants, subcontractors, and vendors. This information is linked to, and supports other forms, including the Conflict of Interest, Budget, and Tasks and Deliverables forms.

Conflict of Interest. This form assists the ERP in assigning reviewers to avoid conflicts of interest between applicants, co-applicants, or subcontractors and reviewers (see "Some legal considerations" sidebar and Attachment 1).

Tasks and Deliverables. List major tasks, key deliverables and the time to complete them (in months from the date the project's grant agreement is executed).

Budget Summary. Your proposal must include a detailed budget that shows the amounts proposed for each task for each year of the project. You must download the spreadsheet form and use it to identify all budgeted costs related to each task listed in your proposal. Budgets should include amounts sufficient to comply with the Requirements for Funded Proposals listed in Attachment 2. Also identify other funding commitments, including both cost share and other matching funds on the budget form's summary sheet (see "cost share and other matching funds" sidebar). Projects can be multi-year efforts, but for this solicitation proposal, timelines and budgets must not exceed three years. Your proposed budget must be commensurate with the expected benefit and effort to complete the work. Upload your completed copy of the budget form provided in a .PDF format at the solicitation website.

Proposal Text Form. This form allows you to upload the .PDF document of your proposal text (described below) to the PSP website.

Signature Page. Your proposal will not be considered complete until a signature page is received. The signature page must be signed by a representative of your organization or agency who is authorized to enter into a contractual agreement with the State of California. Print this page from the website, sign it, and fax to the number listed on the form by proposal submittal deadline**.** (Other information faxed to the helpline will not be considered and will be discarded.) This page is used to verify that you intended to submit your proposal and that you agree to the conditions of the grant solicitation and review process.

Proposal Text. Your proposal should follow the outline below.

A good strategy in preparing your proposal is to look at the requirements and criteria for project selection listed in Chapter 4 of this PSP before writing your proposal. Your proposal will be evaluated against these criteria and reviewers will want to see how the proposal addresses them, so you may want to refer to them as you write the proposal.

Proposal development tools

The following resources will be available on the PSP website to assist you with proposal development.

- Links to ERP guiding documents and other background resources
- Essays on conceptual models, performance evaluation, and monitoring.
- A summary of selected examples of ERP agricultural projects that benefit wildlife and fish
- *Farming for Wildlife*, a report by the California Department of Fish and Game.

A. Project Description. This is the first section of your proposal. Thoroughly and accurately address the subsections covered below.

1. Problem — Describe the problem that your project is designed to address. The description should address both ecosystem and agricultural management problems if appropriate. Cite relevant studies or other information that documents the problem, and the ways this problem has been addressed at the project location or elsewhere. Describe the project's physical setting, with maps or photographs if appropriate.

2. Goals and Objectives — Clearly state the goals and objectives of your project. Goals are ecosystem restoration goals, and objectives should be tangible and measurable, so progress towards achieving them can be assessed. Project objectives should address the problems identified above, and should describe how the project will assist farmers in

integrating agricultural activities with ecosystem restoration. Describe how the objectives of your project link back to or complement larger ERP goals and ecosystem restoration efforts.

3. Conceptual model — Provide a conceptual model that describes the interconnections among the key ecosystem and agricultural system components relevant to the action(s) that you propose. The model should show your hypotheses regarding the cause and effect relationship between the agricultural management action(s) or restoration activities proposed in your project and expected ecosystem outcomes. In your conceptual model, describe how the key components of the ecosystem respond to stressors and how your project would change that response. These expected cause and effect relationships should inform your selection of performance measures that you propose for your project. You may need to show more than one conceptual model to convey how you think the response could change. Models should be based on the best current information, and should clearly identify any uncertainties. Models can be presented graphically or as a narrative.

What is a conceptual model?

The following analogy may be helpful:

> Remember your high school algebra teacher telling you that it was not enough to come up with the correct answer, but that you had to "show your work" too?

That is what conceptual models are like. It is "showing your work" by describing how you think your ecosystem operates and how agricultural activities can be integrated with ecosystem restoration. How much of this do you know, and how much of it is just a well-informed guess? What information and assumptions about your ecosystem did you use to come up with your model?

More information on conceptual models is available at the PSP website: http://calwater.ca.gov/Solicitation/ERP_Solicitation.shtml

4. Approach and Scope of Work — Describe the approach you will undertake to address your project's objectives. Include specific information about methods and techniques, equipment and facilities, data collection, statistical analysis and quality assurance procedures as applicable.

Provide narrative detail about the tasks, deliverables, and schedule listed on the Tasks and Deliverables form. In this narrative, include project management and public involvement and outreach along with other key tasks. These tasks should be supported by your conceptual model. Provide an annual time line that identifies when benchmarks will be accomplished. This section can describe more fully, if needed, the schedule outlined in the Tasks and Deliverables form.

Clearly indicate which tasks are contingent upon other tasks and which tasks can be done separately; this information is necessary in case only part of the project is funded. Elaborate on expected deliverables that your project will produce and submit. Deliverables should report on the status of outcomes, and may include reports describing specific habitat improvements and agricultural benefits. Deliverables can also include presentations, workshops, seminars, educational programs, and publications, depending on your project type. This section should fully describe the proposed deliverables you list in the Tasks and Deliverables form.

5. Performance Evaluation — All proposals must include a plan for project performance evaluation. For agricultural management or restoration projects, the performance evaluation plan is often called a *monitoring plan*.

For most types of projects, success is determined by measuring activities, outputs, or outcomes. Your plan must include a list of representative, project-specific performance measures that you will be using to assess how well the agricultural management actions or restoration activities you propose to undertake are achieving your project's goals and objectives. Performance measures will differ based on your project type and the restoration or management actions(s) you propose. The rationale for selecting performance measures should be derived from your conceptual model. Your proposal should include enough detail that the reviewers can determine if the performance measures and evaluation plan are likely to accurately assess the project's success.

Examples of performance measures:

- Number of acres or farms applying management practices
- Acres of riparian buffers planted, and acres established
- MSCS-covered species abundance or distribution change in response to project
- Number of growers applying and monitoring improved habitat management techniques
- Funds cooperatively invested

Explain the criteria you will use to test your hypotheses, and how your project's experimental design may change, if necessary, as data are gathered and synthesized, in order to periodically refocus testing of your previous hypotheses or of new hypotheses that you develop based on information that you gather. (This is the adaptive management approach.)

6. Feasibility — Show how your proposed project is both feasible and appropriate for the proposed work. Demonstrate how the work you've outlined in your proposal can be completed within no more than three years given reasonably foreseeable constraints (e.g., planting/harvesting seasons and other grower needs, commodity markets and weather conditions). Thoroughly address any contingencies or requirements such as dependence upon the outcome or timing of other projects or programs, upon natural or operational conditions, and on environmental compliance or permitting processes.

Explain what permits or agreements are necessary to complete the tasks in your proposal (see the Environmental Compliance Checklist). Explain the current status of each permit or agreement, as well as any other constraints that could impact the schedule and your ability to complete your project. How might zoning laws or other local ordinances, Williamson Act contracts, or other land use restrictions affect your proposed project?

If your proposed project will be carried out in concert with other programs (e.g., farm conservation programs), describe how project management decisions will be coordinated and how technical and financial resources will be made available to carry out program tasks. As applicable, identify the financial impact on your proposed project should other programs fail to receive funding. Identify specific programs that your project will work with and include a detailed description of how proposed project activities are covered under those programs (e.g., which proposed practices are eligible for funding, and whether those practices are priorities for the identified program). Describe your history of working with the programs you identify. Include a discussion of how timing, disclosure requirements and other factors may present barriers and discuss contingencies for overcoming these barriers.

Many projects are likely to involve physical actions on private property or privately-managed lands (planting vegetation, grading/contouring, installing or reconfiguring irrigation infrastructure); therefore, project proponent access to the property will be necessary. For projects that require such access, you must provide written permission from the property owner. If the specific locations of activities have yet to be determined, you will be required to describe your efforts to secure access and appropriate permissions. Shortly after you are notified of the grant's approval, you must provide written permission from the property owners. Failure to secure written permission from the property owner could result in your project being disqualified.

Explain whether you anticipate that your overall project will need to extend beyond the maximum three-year duration of ERP grant agreements. For example, your proposed management activities or practices may need to be in place for five years before species or ecosystem benefits could be determined or monitoring after three years needs to be continued to adequately understand the project's effects.

Identify any third party impacts that may result from your proposal and the principal measures proposed to mitigate them.

Identify any other issues that may affect your ability to carry out your proposal. Describe how you will resolve those issues.

7. Data Handling and Storage — Describe how you will handle, store, and share the data and other information generated by your project.

8. Information Value — Clearly state how your project will increase the knowledge base relating to the integration of agricultural activities with ecosystem restoration, and how that knowledge may be applied in other ecosystems, other crops, or cropping systems. For example, you could describe the applicability of your conceptual model to other problems or agricultural systems, or discuss the contribution of your findings (if they address other farm conservation programs) to the efforts of the Conservation Effects Assessment Program (CEAP) of the US Department of Agriculture. Explain how this information will be useful to people who make decisions about managing both agricultural systems and ecosystems and how it will be shared with the ERP's implementing agencies and others.

9. Public Involvement and Outreach —Proposals must describe a plan for public outreach to groups or individuals that may be affected by the project. This plan should identify adjacent landowners, facility owners or operators, and others likely to be affected by management or restoration action(s) and discuss how you will address their concerns. In addition, the plan should identify other organizations (e.g., landowner and grower groups, environmental groups, watershed groups, conservancies) that have an interest in your project. Describe how you plan to keep these interested groups informed and engaged during the implementation of your project.

The adaptive management concept anticipates that groups and individuals may benefit from the knowledge gained by the project (see Information Value). You are encouraged to describe how you would communicate/share the results of your project with appropriate stakeholders and others. Examples of this include reports and presentations that the project produces, local meetings, or tours of agricultural operations undertaking enhancement activities.

Local Government, Commissions and Tribal Notifications

You are not required to send copies of your proposal to local entities at the time you submit the proposal to the ERP, but you are encouraged to coordinate with local entities early in the process. ERP staff will notify potentially affected cities, counties, and tribes of proposed actions, once all proposals have been received. After the initial proposals are selected, the ERP staff will notify appropriate local governments of recommendations about projects proposed within their jurisdiction. ERP staff also will notify tribal governments of restoration projects that are adjacent to or proposed on tribal lands. These entities have an opportunity to provide comment during the public review period. If a need to coordinate with local governments is identified, applicants will be asked to elaborate on their plans to carry out such coordination.

B. Applicability to CALFED Bay-Delta Program and ERP Goals, and priorities for this solicitation. In this section of your proposal, explain how the outcomes of your project relate to the goals and priorities of the ERP and the CALFED Bay-Delta Program.

1. ERP Priorities — Your proposal must specify how it addresses one or more of the priorities in Chapter 2 (including, if applicable, Table 1). Highlight whether the project will address habitat enhancements in priority areas identified in Chapter 2, how it will benefit one or more “R” or “r” species listed in the *Multi Species Conservation Strategy*, or the habitats, processes, or stressors that affect them. Explain which goals, objectives, milestones or priorities identified in ERP documents (including the *Draft Stage 1 Implementation Plan, Ecosystem Restoration Program Plan (Vol. I and II), and the MSCS, others)* will be addressed by the project.

2. Relationship to Other Ecosystem Restoration Actions or Program investments— Explain any relationship between your proposal and past ERP or other Program investments such as Water Use Efficiency or Central Valley Project Improvement Act (CVPIA) projects. Identify any synergistic, Program-wide benefits, including how your proposal complements projects or programs in other areas or within a watershed. An

example of a synergistic proposal is a project that assists farmers in fulfilling ecosystem restoration activities that have been previously identified in watershed plans.

3. Additional Information for Proposals Involving Land or Easement Acquisition — This PSP does not contain priorities that are expected to remove agricultural land from production, however, land acquisition is possible under this solicitation. If you propose to acquire land, easements, or other rights of way, your proposal must explain:

- Why your project activities cannot be conducted on existing public land or on a right-of-way secured without purchase;
- Whether you will be purchasing these lands from a willing seller;
- How your project is consistent with the applicable county or city general plan, or that it has the support of the applicable local government entities;
- Whether the land has been mapped as Prime, of Statewide Importance, or Unique Farmland, whether it is currently under a Williamson Act contract, (and if the proposed land use is consistent with the contract's conditions), and whether it will remain in agriculture or be converted to another use.
- Your expected process and timing for notifying interested members of the public and local governments;
- What other measures from the CALFED ROD have been undertaken to minimize the impacts on agricultural land (see ROD, Appendix A, page A-12 through A-14); and

Your proposal must also include preliminary management plans for all properties to be acquired, including an overview of existing conditions (including habitat types in the affected project area), the expected ecological benefits, preliminary cost estimates, and implementation schedules.

Collaborative Projects

If you want to collaborate with others on a project, it may be easiest to do so through a contractor-subcontractor relationship. Grant agreements will be made with only one eligible applicant, so the proposal needs to clearly state which applicant will sign the agreement. This organization will be responsible for payments, reporting, and accounting. Other collaborators in the project will typically be subcontractors to the lead applicant, but should be identified, if known, in the application forms and proposal text.

Your proposal must explain how the collaboration will work, including how decision-making authority and liability is to be allocated.

Your proposal must also identify the tasks that will be performed by the different entities.

The names of known subcontractors must be identified. When subcontractors are identified, explain briefly how they were selected, and why. ERP is aware that some subcontractors may not be known until after the proposal is selected for funding and subcontracts are put out for competitive bidding, as required by California State law.

You should include the estimated costs of subcontract work and any costs for managing subcontractors in your proposal.

Some collaborative projects may need separate contracts for some participants, especially State agencies, which often have difficulty accepting roles as subcontractors to non-State organizations. Separate interagency agreements may be used in those cases.

C. Qualifications and Organization.

Briefly describe how the participants identified in your Personnel form provide the range of experience and expertise in physical, agricultural, and environmental sciences or other applicable disciplines needed to integrate agricultural activities with ecosystem restoration consistent with your project. (If appropriate, highlight relevant field experience, completed projects, published reports, or other materials not adequately captured in the Personnel form). Specify individual roles and responsibilities for technical, administrative, and project management activities that are not described in the Personnel form. Describe the organizational structure for the staff and other resources. For projects using consultants or subcontractors, briefly describe how they were selected and why. A subcontractor role exceeding a quarter of the total project budget should be fully explained and clearly justified.

Describe to what degree collaboration will take place with other project participants. Highlight links between your project and (1) landowners, agencies or organizations carrying out or supporting on-farm conservation efforts in the area; (2) local, State and Federal agencies responsible for managing agricultural inputs (e.g., water) in the area; (3) agencies or organizations responsible for managing ecosystems in the area. If your project will be using resources from other programs (e.g., farm conservation programs), discuss your staff's background in working with those programs and highlight how these programs will be integrated at the project level.

In this section, discuss any potential problems regarding principal participants' ability to complete work within the projected timeline, and any conflicts of interest that cannot be satisfactorily described in the proposal forms.

D. Cost. There are three elements to this section: budget, cost-share and matching funds, and funding strategy.

1. Budget—Use the PSP website's budget forms to provide a detailed budget for each year of your proposed project. The budget detail does not need to be repeated in your proposal's text. Since funding may be awarded for only parts of a project, your proposal's text should explain which tasks could be funded separately.

2. Cost share and matching funds —Identify *cost-share funds* committed to your proposal. Also identify the partners providing those funds, and the status of these commitments (e.g., tentative approval, contract, etc.). Summarize any other information regarding these funds (such as specific dollar match requirements). Provide a citation verifying the level of commitment identified.

Describe *other matching funds* that cannot be directly committed to your organization, but which are committed to the objectives of your project in the project area (e.g., USDA farm conservation program funds). Describe the funding amount, partners, and status of these commitments (e.g., identified local priority, contracts being negotiated with landowners, etc.). Provide a citation verifying the level of commitment identified.

Both cost-share and other matching funds must be reported on your Budget Summary form, and the source of these funds should be clearly identified. Successful proposals identifying cost-sharing funds must have final commitments of those funds shortly after being notified that their proposal has been approved by ERP. Successful proposals identifying matching funds will be required to report on the status of those investments at the time of proposal approval and thereafter in their project reports. If you fail to secure the cost-share funds identified in your proposal, and as a result, have insufficient funds to complete your project, your award could be amended or terminated.

3. Long-term funding strategy – Describe plans for funding long-term implementation and monitoring, if necessary, after the term of the ERP grant for which you are applying.

E. Compliance with Standard Terms and Conditions.

Clearly state whether you are willing and able to comply with the terms of the sample ERP grant agreement template (see Attachment 3). Carefully review and make sure you understand the standard grant agreement terms. If you cannot agree to any standard clauses, you must disclose the disagreement in the text of your proposal and be prepared to offer alternative agreement language; otherwise the standard terms are considered to be non-negotiable. The funding agencies will review your disagreement and decide whether or not to alter the standard terms; the funding agencies reserve the right to refuse to alter any standard grant agreement language.

G. Literature Cited. All proposals must include a list

Cost Share vs. Matching Funds

As discussed in Chapter 2, matching funds are a desirable feature in proposed projects. In this solicitation, “matching funds” is used as a generic term, which includes cost-share funds and other matching funds that contribute to project objectives. Cost share funds are specifically dedicated to your project, and can include private grants or other Federal or State grants.

Other matching funds include funds that are generally not granted to entities eligible for an ERP solicitation, but which are put toward the objective of the project. For example, funds made available to farmers pursuant to the USDA’s suite of Farm Bill conservation programs can be considered “matching funds” for a project where those funds are invested consistent with project objectives in the project area. Previous ERP project proponents have worked with cooperating agencies and landowners to use ERP grant funds to provide technical assistance and cost share to install habitat features funded by these other sources, and have also used project funds to carry out appropriate maintenance, monitoring and adaptive management on such cooperatively-funded project components.

Both cost share and other matching funds can include “in-kind” services such as contributions of staff or materials. Both fund types also must be verifiable. All projects indicating such funds must identify the source of the match (e.g., the program) and list the appropriate agency representative to verify that funds and project support is available for such matching investments. During project review, you may be asked to provide written verification of the status of matching funds.

of references for all research studies, project reports, scientific reports or other supporting information cited in the proposal.

H. Nonprofit Verification. Nonprofit organizations must include proof of eligible nonprofit status, such as an Internal Revenue Service letter, in the PDF of your proposal document. Any additional pages for this purpose will not be considered part of the application's 20-page limit.

Proposal Format. Successful proposals will be well-written, accurate, and concise. This proposal process requires that your proposal be submitted electronically, using the process described below. There are some formatting considerations that you need to keep in mind:

Page limits. The proposal text should be no more than 20 pages, excluding literature cited, maps, photographs, figures, tables, or attachments. You may include attachments that assist reviewers with their evaluations; however, it is essential that you present all critical information in the body of your proposal.

File size. The PSP website includes links to tools to help you manage the size of the file containing the proposal text and any attachments. Please contact the helpline early if you anticipate submitting a file greater than 2 MB. Large files are difficult to upload and sometimes cannot be viewed readily by reviewers or others who lack high-speed Internet connections.

Format. Body text must be 12 point in a readable typeface; text in tables and figures must be no smaller than 10 point in a readable typeface. Headings must be at least 14 point, but no larger than 18 point, bold typeface, flush left. Page margins are to be between three-quarters and one inch on all sides. All proposal pages, including diagrams, must be readable when printed on 8.5 x 11-inch paper.

Submission Format. You must submit your proposal as a .PDF file.

Maps, Photographs, Figures, and Tables. Each map, photograph, figure, or table needs to be individually numbered and clearly titled. If you need help in incorporating these graphics into your proposal for submission as a .PDF, please ask for assistance through the helpline at (877) 408-9310 or by e-mailing help@solicitation.calwater.ca.gov

Page Numbering. Each page of the proposal needs to be numbered sequentially.

How do you submit your proposal?

Proposals to this PSP for projects must be submitted electronically through the web site (https://solicitation.calwater.ca.gov/) provided for this service. Proposals will be accepted through this web site beginning October 11, 2005. Hard copies of proposals will not be accepted.

If you need technical assistance please visit the PSP website's help page link. If you are unable to locate the information you need or require additional help, you can call our help line at (877) 408-9310 or e-mail help@solicitation.calwater.ca.gov. Special assistance is available through the help line to potential applicants without computers. The helpline will be open from 9:00 AM to 5:00 PM PST.

Your proposal will be considered for funding only if you have completed all four steps outlined below:

1. *User Registration***.** Prior to submitting a proposal, the project proponent must complete an online registration process. Users may register starting October 11, 2005, at *https://solicitation.calwater.ca.gov*.

   As part of the registration process, users will choose a user ID and password that will let them access proposal forms and submit their proposal's text. Registration will also facilitate communication between Authority staff and registered users. Registration does not obligate the registrant to submit a proposal, but applicants must be registered to submit their proposal.

2. *On-line Forms.* The application forms available on the website must be completed before your proposal can be considered for funding. Detailed instructions for completing each form can be found on the forms themselves. Forms may be completed incrementally; you need not complete the process during a single session, and may therefore provide information over multiple sessions as needed.

3. *Proposal Document Composition, Upload and Verification.* Proposals may be prepared using the word processing software of your choice. Proposal documents must be converted to Adobe PDF prior to uploading. Instructions for uploading are available on the website. Once the proposal document has been accepted into the solicitation website, the registered user will be asked to verify the proposal by viewing it directly from the website and checking the "Proposal Complete" box to acknowledge that the document was submitted as intended.

4. *Fax Signature Page.* The signature page must be printed, signed, and faxed to the number on the page by the submittal deadline.

When must proposals be submitted?

The deadline for completing and submitting your proposal to the website is 5:00 p.m. Pacific Standard Time on December 15, 2005. Proposals submitted after that time will *not* be considered.